

*Office Memorandum* • UNITED STATES GOVERNMENTTO : Ch/G/RR *RR*

DATE: 5 May 58

FROM : Ch/G/RR/Information Control

SUBJECT: Report for the Month of April 1958

The overall activity in the Unit for the month was slightly above average. The domestic desk sent out 1,672 requests for D/GL. This is the largest number of requests processed during any previous month.

In connection with the Map Exchange Program, there were 88 Geographic Attache letters and 208 packages received. Most of this material has been processed and the take of 2,960 items has been distributed to the U.S. Agencies.

Reproduction requirements for D/GL are still running quite high. Several large crash jobs were requested and handled quite expeditiously to meet a very close target date. Reproduction and Printing should be commended for having accomplished this with little or no disruption to the routine flow of material.

There was a lull in the receipt of new maps, re-runs and revisions for the month. However, there is every reason to expect this lull to be very temporary.

36 hours overtime was directed to the retirement of records of the unit. This project should be completed in May with the allotment of an additional 40 hours overtime.

There is nothing particular to report concerning the flow of documents which has been about the same for the past several months.